

**ANGEMER S. MORCOZO**

Blk 13 Lot 13 Village of St. Jude Phase 3D, Mayao Crossing, Lucena City PH

Email: angemermorcozo@gmail.com

Contact#: +63933-158-7899

**Career Objective:**

To pursue a challenging career that will help broaden my experience as well as enhance my personal growth.

**Working Experience** **COMPANY**

***Hamad AL Manea Electrical Appliances &Aircondition***

Riyadh, Saudi Arabia

July 11,2016 – Oct. 31, 2018

Designation:

***A/C Installer & Technician***

Duties &Responsibilities:

* Install, inspect, maintain, and repair air conditioner.
* Ventilate equipment and controls making sure they operate efficiently and continuously.
* Perform regular maintenance work on cooling units.
* Diagnose electrical and mechanical defects and malfunctions.
* Install, replace, or repair equipment that has been damaged.
* Make adjustment and do calibrations of thermostatic controls.
* Install new air-conditioning systems and equipment.
* Clean blowers and coils, check tensions of belts and motors.
* Make plans and designs of new air-conditioning systems including their installation and maintenance.

Designation:

***Refrigeration& A/C Technician***

***/ General maintenance Cardenas Ref &Aircon Service Center***

164 D Granja st. Bgry. 8, Lucena cityPhillipines

March 2015 – June 2016

Duties & Responsibilities:

* Installs refrigeration, air conditioning and air handling equipment.
* Repairs and maintains A/C units by inspecting, dismantling units for cleaning, repairing and replacing switches, relays, fan motors and thermostats; replaces filters; lubricates fan motor and adjusts controls; checks for worn belts, noisy bearings, clogged air lines and refrigerant leaks.
* Repair heating systems by adjusting controls, cleaning and repairing water and steam coils, air dampers, blowers and motors.
* Assists in the installation and repair of large tonnage, reciprocating, absorption and centrifugal A/C units.
* Install pipes and fixtures such as sinks and toilet for water.
* Perform basic electrical measures such as repair basic troubleshooting for appliances like washing machines, electric fans and replace wiring as needed.

.

Designation:

***Pizza Maker Buddy’s Pizza***

Tayabas City, Philippines

June 2014 – January 2015

Duties & Responsibilities:

* Ensure optimal level of sanitation and safety standards in work area at all times.
* Monitor and maintain clean working area and cooking surfaces to make pizzas.
* Maintain and operate all large volume cooking equipments such as grills and deep fryers.
* Evaluate all food requirements and maintain standard level and quantity for same at all times.
* Coordinate with customers to take all food and drinks orders and ensure appropriate payments from all customers.
* Manage all food order slips and administer all verbal instructions and perform all cooking as per instructions.
* Prepare all raw materials required for cooking such as cutting all vegetables and preparing dough.
* Monitor and ensure exact measurement of all ingredients for all food items.
* Prepare all package food items and ensure warmth for same such as hamburgers.
* Analyze all customer order and ensure appropriate number of all order for all customers.

***Kitchen Helper Buddy’s Pizza***

Tayabas City, Philippines

December 2013 – June 2014

Duties & Responsibilities:

* Prepare a variety of food items for cooking.
* Retrieve food items from the fridge or freezer.
* Wash, peel, and/or cut food items, including fruits, vegetables, or certain types of meats.
* Mix ingredients for salads.
* Portion or wrap food items or dishes.
* Store food in containers and in the fridge or freezer.
* Weigh or measure ingredients (e.g., flour, salt, sugar, oil).
* Re-fill kitchen condiment bottles and shakers.
* Stack and store food supplies, equipment, or other utensils in the kitchen.
* Wipe down kitchen surfaces using proper sanitizers.
* Clean any used kitchenware (e.g., knives) or dishes.
* Mop or sweep the kitchen floor, and collecting dirt and debris in a dustpan.
* Empty out the dustpan in the garbage or squeeze out the mop into a bucket.

Designation:

***Service Attendant 3G Store Specialist Inc.***

Tayabas City, Philippines

April 2010 – November 2013

Duties & Responsibilities:

* Maintain the upkeep of premises neat and clean.
* Respond to customer inquiries and resolve.
* Display merchandise in a visually appealing manner.
* Assist and support selling staff in a store.
* Receive new merchandise from vendors.
* Maintain inventory controls of new merchandise.
* Provide excellent qualitative services to guests and customers.
* Interact with management and co-workers in ensuring best services to customers and guests.
* Ensure compliance of all service regulations and laws.

Designation:

***Waiter Escobinas Catering Services***

Lovely Village, Tayabas City Philippines

July 2008 – March 2009

Duties & Responsibilities:

* Greet and escort customers to their tables.
* Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
* Prepare tables by setting up linens, silverware and glasses.
* Inform customers about the day’s specials.
* Take accurate food and drinks orders, using a POS ordering software,order  slips or by memorization.
* Communicate order details to the Kitchen Staff.
* Serve food and drink orders.
* Check dishes and kitchenware for cleanliness and presentation and report any problems.
* Follow all relevant health department regulations
* Provide excellent customer service to guests.

Designation:

***Service Crew Jollibee Food Corporation***

Grand Terminal Lucena city Philippines

January 2008 – June 2008

Duties & Responsibilities:

* Take orders from customers and present them as requested
* Process bills for the customer and also issue them receipts
* Help with outdoor delivery or with food preparation at the kitchen, depending on what is required at any particular time
* Pack foods ordered by customers and serve them in the most efficient manner
* Set the table in an orderly manner before customers show up
* Get tables cleaned once customers are through with their dining
* Provide helpful answers to queries or questions proffered by customers
* Furnish customers with helpful information regarding service time and special deal offers.

Designation:

***Gasoline Attendant Shell Gasoline Station***

Tayabas City, Philippines

June 2007 – December 2007

Duties & Responsibilities:

* Greet customers when they approach the station and ask if they need assistance with anything provided by the store.
* Pump gasoline into customer vehicles based on their fuel type selection and the amount of gas they request.
* Wash vehicle windshields and windows.
* Keep work station and customer areas clean and organized by taking out the trash, sweeping floors and parking lots, and performing general housekeeping tasks. This includes keeping the bathrooms clean.
* Refill outdoor gas station supplies, such as window washing fluid, ice coolers, and paper towel dispensers. They also help stock display shelves inside the store.
* Check and top off common vehicle fluids such as oil, transmission fluid, and antifreeze.
* Watch for potential criminal activity and report any suspicious-looking characters near the station to the manager or the police department.

***Trainings & Seminars Attended:***

***On The Job Training***

* Successfully completed on the Job training at ***Bounty Cool & Refrigeration***

Dona Aurora Blvd. Gulang – Gulang, Lucena City

Date Completed: May 20 – June 2013

***Knowledge & Skills:***

* Able to work in places where they are exposed to dust, fumes, noise, toxic materials and high voltage equipment.
* Capable of working in confined and hot spaces like roofs, crawl ways and attics.
* Can work in adverse weather and may be required to lift heavy objects, bend, stoop, kneel or stand for long stretches of time.
* Able to read and interpret building regulations and codes implemented by city, state and federal government agencies pertaining to installing air-conditioning units.
* Knowledge of the principles of air-conditioning unit repair and maintenance, including controls, MSDS sheets, safety practices and procedures and tools used.

***Educational Background:***

Vocational: Technical Education & skills

Development Authority (TESDA)

Course: Refrigeration & Air Conditioning

Secondary: Alternative Learning System (ALS)

Primary: Tayabas East Central School - I

***PERSONAL INFORMATION***

Date of Birth : July 25, 1989

Birth Place : Tayabas City

Age : 31yrs. old

Civil Status : Single

Religion : Roman Catholic

Dialect/ languages : Tagalog, English

Height : 5’4

Weight : 120 lbs.

***REFERENCES***

**Name Profession Address**

Ms. Benezel Toledo Teaching Assistant Lucena City,PH

Mr. Leo Navales CCTV Technician Cebu city

Mr.Geoffrey Espiritu Fireman Manila PH